Microsoft 365 for End User & Power User (1 Day)

Code: M365-100

About this course

This foundational Microsoft 365 training prepares learners to maximize their efficiency and effectiveness with the suite of tools Microsoft provides in Microsoft 365, including SharePoint, Outlook, and Teams. At the end of this course, students will be able to effectively navigate Microsoft 365 and make use of the features of Microsoft 365.

Product:	Microsoft (Office) 365
Prerequisites:	Microsoft (Office) 365 Business or Enterprise Plan
Audience(s):	End Users/Site Owners with fundamental Microsoft Office or Microsoft Outlook proficiency
Language:	Speaker Thai / Presentation English & Thai
Time:	9:00-12:00 and 13:00-16:30 (1 Day)

Module

Module 1: Introduction to Microsoft 365
Lessons:
- Microsoft 365 Overview
- Accessing Microsoft365
- Managing Microsoft 365 profiles
- Set up and use Microsoft 365 on your phone or tablet

Module 2: Using Microsoft Outlook
Lessons:
- Overview of Microsoft Outlook
- Working with Email and Folders
- Outlook People and IM Contacts
- Using the Calendar
- Shared Calendars
- Outlook Tasks
- Setting Outlook options, Signatures, Automatic

Module 3: Using Microsoft Teams
Lessons:
- Overview of Teams
- Teams Features
- Teams group
- File library and File tab
- Share File and work with file together
- Chat in team and search people and file
- Communicate using Video
- Sharing – Presentations, Content/Screen

Module 4: Using SharePoint Online
Lessons:
- Getting familiar with the SharePoint admin center
- Uploading a document by drag & drop
- Uploading a document by windows explorer
- Document Version, Check-in, Check-out
- Creating a folder
- Editing a document
- Editing document properties
- Downloading a copy
- Deleting a document
- Recovering a document
- Document search
- Manage security and Sharing

Module 5: Using OneDrive and OneNote
Lessons:
- OneDrive Overview
- OneNote Overview
- Create, view, and edit files with OneDrive
- Manage files with OneDrive
- Create and organize a OneNote notebook
- Manage notes and share information